

**SYLLABUS: CRIMINAL JUSTICE INTERNSHIP**  
**CRIMJ 461; (Insert semester and year here)**

**Faculty Information**

Instructor	Dr. Barbara Sims
Office Phone	828.689.1276
Office Address	Cornwell 316
Office Hours	By arrangement

**Course Information**

Credits	3-6
Course	CJ461, Section 1
Times	By Arrangement

**Course Starts: XXXXX**

**Course Ends: XXXXX**

**Required Reading:** “Criminal Justice Interns’ Observations of Misconduct: An Exploratory Study,” by W.T. Jordan, R.G. Burns, L.E. Bedard, and T.A. Barringer, in *Criminal Justice Education*, 18(2): 298-310 (2007).

**Course Requirements:**

Students are expected to treat the internship in the same manner as if they were paid staff members. Promptness and regular attendance are non-negotiable requirements.

There are three mandatory meetings with your Criminal Justice internship coordinator:

1. **Insert date here.**
2. **Insert date here.**
3. **Insert date here.**

All meetings will be held in Cornwell 316 unless otherwise notified.

**Required number of hours worked:** Students are required to work for the agency where placed for the appropriate number of hours, corresponding with the credit hours for which the student is registered. The following sets forth the hours you are required to work:

3 Credits = 120 hours                      6 Credits = 240 hours

The agency supervisor will be asked to verify your hours, and to evaluate your performance during the period of your internship. This component is mandatory, and you cannot pass the internship unless the minimum number of hours has been completed. Students may not begin an

internship before the semester begins and the internship must end on or before the last scheduled day of class for that semester.

**Final grades are derived from the following:**

1. 50 points. Internship coordinator's analysis of the evaluations conducted by the agency supervisor at mid-term and again at the end of the semester. Periodic contacts by the internship coordinator may also be used in determining the final grade. Note: Agency supervisors should have completed their midterm evaluations by **XXXXXX**. Final evaluations are due at the end of the internship, no later than **XXXXXX**. Refer to the internship manual for appropriate forms.

2. 10 points. Timely submittal and depth of analysis of your weekly activity reports and time logs. Weekly activity reports should emphasize your observations and participation at the internship site. The weekly reports should be completed at the end of each week and either faxed or hand delivered to the internship coordinator the following Monday morning. Refer to the internship manual for appropriate forms **Dept. Fax # (828) 689-1309.**

3. 10 points. Depth of analysis of intern's evaluation of field placement and self-evaluation in field placement. Refer to the internship manual for appropriate forms Both forms should be submitted no later than **XXXXXX**.

4. 5 points. Summary and brief commentary of journal article: "Criminal Justice Interns' Observations of Misconduct: An Exploratory Study," by W. T. Jordan, R. G. Burns, L. E. Bedard & T. A. Barringer, in *Journal of Criminal Justice Education*, 18(2), July 2007, pp. 298-310. The journal article will be handed out at the first meeting with the internship coordinator at the beginning of the semester. Summary/commentary will be due **XXXXXX** and should be approximately three to four typed pages.

5. 25 points. Research Paper: A 12-page minimum, double-spaced, typed, 12-point font, original research paper (properly formatted and referenced following the APA Style Manual) on a selected topic relating to your field placement experience is required. Guidelines for the paper follow below. The final research paper is due **XXXXXX**.

**Grading:** final grades are based on the following scale:

97-100 = A+; 94-96 = A; 90-93 = A-; 88-89 = B+; 84-87 = B; 80-83 = B-; 76-79 = C+; 70-75 = C; 60-69 = D; Below 60 = F.

**Prohibited Activities:** Mars Hill University Criminal Justice students will not be permitted to:

- 1) be present at an active crime scene;
- 2) seek out persons wanted for crimes or violations;
- 3) participate in an arrest;
- 4) take part in a search of an area, person, structure, or vehicle
- 5) be armed in any way; or,
- 6) perform an internship where s/he is employed.

Students are required to decline to participate in any activity listed above or that might place the student in danger. If the site supervisors or any representative of the site where the student is performing the internship requires the student to participate in any of the activities listed above, the student will decline to participate and notify the Internship Coordinator as soon as possible. If a student is discovered willfully participating in any of the above listed activities, the student internship will be terminated immediately and an “F” awarded for the course.

**PLEASE REMEMBER YOU ARE REPRESENTING MARS HILL UNIVERSITY AS WELL AS THE CRIMINAL JUSTICE PROGRAM. It is important that you conduct yourself with professionalism and integrity.**

To successfully complete this course, the following is required:

\*Attendance at your service location is mandatory. You are representing this University and this Program, and it is anticipated that you and your site supervisor will work together to determine your schedule. It is then your responsibility to resolve scheduling conflicts and to meet your internship responsibilities.

\*Active participation at your work site is expected. You will only enhance your opportunities for success if you actively participate in programs and organizational discussions during your internship.

\*Students must adhere to the timetable set forth in this syllabus by completing and submitting on or before due dates all evaluations, journals, timesheets, and the final paper.

\*Academic integrity must be maintained at all times. Also included under this title is falsification of any timesheet, log entry, or work record

**Academic Integrity Policy:** Mars Hill University is committed to maintaining academic integrity in this and all other courses it offers. Academic integrity—scholarship free of fraud and deception—is an important educational objective of the Criminal Justice Program. Academic dishonesty can lead to a failing grade and includes, but is not limited to, the following:

- cheating
- plagiarism
- fabrication of information or citations
- facilitating acts of academic dishonesty by others
- unauthorized prior possession of examinations
- submitting the work of another person or work previously used without informing the instructor and securing written approval
- tampering with the academic work of other students

In cases where academic integrity is breached, the instructor OR the MHC Honors Council will decide the penalty for the violation. These penalties range from a zero for the assignment up to suspension from the College. The Honor Council consists of ten members (six students and four

faculty representatives, with the Director of Judicial and Leadership Programs as non-voting member) and is responsible for enforcement of the Honor Code. Refer to the Student Handbook for a full description of the Honor Council and the procedure governing hearings. The student has the right to file an appeal related to a penalty for breaches in academic integrity and this process is governed by the policy regarding same in the Student Handbook (see Section 4.6 Academic Appeals Procedure).

Additionally, students enrolled at Mars Hill University are expected to act with civility and personal integrity; respect other students' dignity, rights, and property; and help create and maintain an environment in which all can succeed through the fruits of their own efforts. An environment of academic integrity is requisite to respect for self and others, and a civil community.

Mars Hill University Honor Code: We, the students of Mars Hill University, pledge ourselves to uphold integrity, honesty, and academic responsibility in and out of the classroom.

Mars Hill University Honor Pledge: On my honor, I have neither given nor received any academic aid or information that would violate the Honor Code of Mars Hill University.

**Plagiarism:** Derived from the Latin word Plagiarius, plagiarism is defined by Alexander Lindly as "The false assumption of authorship: the wrongful act of taking the product of another person's mind, and presenting it as one's own." (Plagiarism and Originality. New York: Harper, 1952, p. 2). Plagiarism may take the form of repeating another's sentences as your own, adopting a particularly apt phrase as your own, paraphrasing someone else's argument as your own, or even presenting someone else's line of thinking in the development of a thesis as though it were your own. In short, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from another. Although a writer may use another person's words and thoughts, they must be acknowledged as such. **Plagiarism is cheating. Any student caught plagiarizing the work of another will, at the very least, receive an "F" for the course, and could lead to expulsion from the College.**

Plagiarism is considered to be any one or more of the following:

- 1) Extracting any sentence from another text without quotation marks and a supporting citation.
- 2) Extracting a portion of any sentence from another text without enclosing it in quotation marks and a supporting citation.
- 3) "Cut-&-Paste" or "Mosaic" plagiarism occurs when a student eliminates or adds one or two words to an existing sentence, or abbreviates a compound sentence.

### **Accommodating Disabilities:**

Mars Hill University affirms its intent to comply with federal regulations regarding persons with disabilities, specifically with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990. The college does not discriminate on the basis of disability in employment or admissions, and the college makes reasonable accommodations as needed for persons with documented disabilities. Questions and grievances should be directed to the Committee on Disabilities at P.O. Box 6714, or to [disabilityinfo@mhc.edu](mailto:disabilityinfo@mhc.edu).

**GUIDELINES FOR CRIMINAL JUSTICE FIELD RESEARCH PAPER (CJ461)****I. Introduction**

Brief overview of the agency, including:

- A. Type of agency (local, state, federal, law enforcement, court, corrections, and any other relevant descriptive information).
- B. Location
- C. Size of the agency (number of personnel, offenders, geographical area served, and any other descriptive information).
- D. Special accomplishments or recognition

**II. Organizational Culture and Structure**

- A. Expected Employee Behavior:
  - 1. Mission Statement\*
  - 2. Official goals statement\*
  - 3. Official values statement\*
  - 4. Code of Ethics/Conduct\*

\*Include copies in appendices of above if available. If not available, please note that in your paper.

- B. Organizational Structure:
  - 1. Agency organization chart
  - 2. Organization chart for your unit (include number of employees)
  - 3. Agency relationship to other elements of the criminal justice system. Students may use a flow chart to illustrate this relationship.

**III. Agency Functions**

- A. Most important staff functions in unit to which you are assigned.
- B. Prioritize the functions by calculating the percent of employee time spent on each function.

**IV. Integration of Course Content and Internship**

- A. Based on your course work, discuss the issues and challenges most relevant to the agency (e.g., budget constraints, legal changes, increasing or decreasing crime rates, effects of jail/prison overcrowding, changing area demographics, effects of get-tough-on-crime policies, impact of the media on public perception of the agency, etc.)
- B. According to the agency, which of these issues and challenges have the greatest impact on the ability of the agency to accomplish its mission? What is the nature of this impact?
- C. How does the agency address these issues and challenges?